

Qualified Vendor Application and Directory System (QVADS)

Provider Instructions – Agency with Choice Option





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Division of Developmental Disabilities

Project: Qualified Vendor Application and Directory System

Subject: Agency with Choice

Division of Developmental Disabilities

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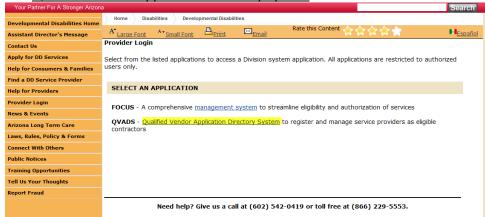
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1 How to Login to QVADS

1. Login to QVADS by going to url https://www.azdes.gov/main.aspx?menu=96&id=2476 and click the Qualified Vendor Application Directory System link.



2. A new window will open; click the 'Login to Vendor Directory' option.



3. A login prompt will open; enter Email login, Password, and click [Login]



2 Updating the Agency with Choice Selection

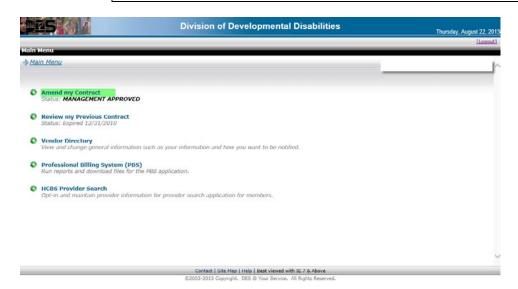
1. Click Amend my Contract



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2. Click My Services



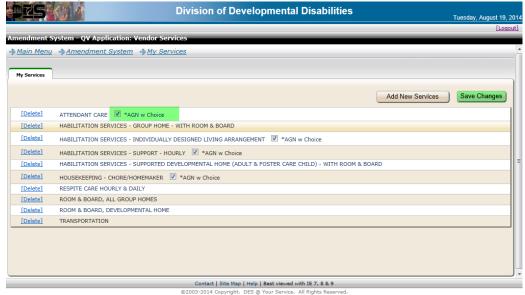


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3. From the My Services tab select AGW w Choice checkbox and click the [Save] button.



NOTE: The Agency with Choice option is only available for the following services: Attendant Care, Habilitation - Hourly Support, Habilitation - Individually Designed Living Arrangement and Homemaker (formally Housekeeping).

No amendment submission is required to select the Agency with Choice option it will show immediately.

Vendors can enroll at any time even if they have an amendment submitted for review.

The Agency with Choice option can only be deselected once all open 'Agency with Choice' member authorizations are not open and/or active.